

## POSITION DESCRIPTION

**Division:** Office of the CEO  
**Position Title:** Cyber Security Officer  
**Unit:** IT  
**Grade:** 3.2  
**Reports to:** Manager Security & Compliance (Manager S&C)

## AMES Australia

For over 70 years AMES Australia has supported new and recently arrived refugees and migrants to settle in their new life in Australia. AMES works with new arrivals and also with the community, business and government to develop sustainable and effective settlement solutions for the Australian community.

## Vision of AMES Australia

'Full participation for all in a cohesive and diverse society'

## Primary Focus / Purpose of the Role

As part of the IT Security team, this position will assist the Senior Manager S&C to implement the Security Compliance Framework by actively participating in security-related projects and activities in response to identified issues and compliance requirements.

## Primary Duties and Responsibilities

- Assist the Manager, Security & Compliance by undertaking research to identify foundation requirements of the Security Compliance Framework.
- Work as part of the IT Security team to identify the technical means to deliver the Security Framework, and to develop policies and procedures to support implementation.
- Working collaboratively with the Manager to strengthen the cybersecurity posture of AMES Australia platforms and Security Compliance Framework by:
  - Ensuring they continue to meet the requirements of the relevant Contracts and IT Security Standards including ISO 27001; ISM by Australian Signals Directorate (ASD); National Institute of Standards and Technology (NIST); Computer Emergency Response Team (CERT) Australia; and Protective Security Policy Framework (PSPF);
  - Keeping current with changing requirements across the various Standards, ensuring continuous improvement enables AMES to remain up-to-date with any changes;
  - Making sure we comply with our own Security policies and processes;
  - Working closely with the Application and Infrastructure team with advice on the Essential Eight security guidelines as a baseline to mitigate cyber security breaches by leveraging key Microsoft Security capabilities to harden the security posture and effectively manage patching in the end user computing environment;
  - Implementing effective application control to prevent the execution of unapproved and/or malicious programs across AMES Australia environment; and
  - Building and maintaining a rigorous risk management and auditing regime, including to work with Portfolio employees and funding bodies during compliance audits into security.
- Identify/detect, respond to and recover from security breaches and continuous improvement in processes and controls to eliminate future occurrences.
- Work on security-related projects as required, researching and working with the team to decide on the best possible approach/solution in compliance with International Organisation for Standardisation (ISO), and Federal and State-run security programs.
- Provide basic technical support for the rollout and implementation of security-related initiatives/projects.
- Undertake work as requested by the Manager to ensure AMES Australia systems meet International Organisation for Standardisation (ISO)/ IRAP requirements, which may include reviewing and updating processes and procedures.

- Collaborate with internal stakeholders to identify and respond to security and privacy requirements for new and existing Programs, including to provide low level advice and action, and to escalate as required.
- Undertake security awareness campaigns to articulate and model why key security behaviours are important by:
  - conducting informal coaching and/or informing employees of changes to procedures and practices;
  - developing and rolling out relevant and timely cyber security awareness training (including online) across the organisation; and
  - Cross-training other IT employees in key aspects of cyber security..
- Work collaboratively within the IT Security and IT teams to plan, implement and monitor corrective actions on security alerts and/or incidents received primarily from IT Helpdesk and/or Government sources and/or mitigating controls in response to discovered security-related deficiencies in compliance audits undertaken against all Contracts and relevant Standards across the organisation.
- Administer user access to corporate systems, including to identify appropriate systems and validating approvals.
- Provide induction, support, training and day-to-day oversight for new starters within the Cyber Security team.
- Support the Manager Security & Compliance to develop and maintain relevant cyber security procedures, guidelines and other documentation; and in document management flow, document control and record keeping of all IT documents and procedures to ensure a consistent and compliant approach. Work collaboratively with the IT team, which will include IT Service Desk support.
- Actively operate in a manner that improves the customer experience.
- Ensure compliance with relevant legislation, regulations and contractual requirements and that all duties are undertaken within an effective risk management framework.
- Comply with relevant WH&S legislation, the AMES Australia WHS Policy and Procedures at all times.
- Comply with all relevant AMES Australia Policies and Procedures and proactively identify and recommend areas for improvement to the manager as appropriate.
- Perform other duties as required by the manager that are reasonably incidental to the performance of this role.

### Key Contacts

<b>Internal:</b>	Relevant IT Employees, Site-Based Employees and Management
<b>External:</b>	Vendors

### Qualifications and Experience

<b>Mandatory:</b>	Degree in Information Technology, Information Systems, Business Information Systems or related field
<b>Desirable:</b>	Minimum 2 years of IT security & compliance experience Working knowledge of and experience in the policy and regulatory environment of IT security Proven experience in the development and delivery of security education and awareness programs

### Knowledge and Skills

- Holding or working towards Industry Certifications such as:
  - Certified Information Systems Security Professional(CISSP)
  - Microsoft Certified Solutions Expert (MCSE)
  - Certified Network Security Engineer (CNSE)
- Demonstrated commitment to continuous improvement, quality assurance and customer service principles is essential
- Good understanding of Microsoft Office 365 platform and supporting tools, especially Teams and SharePoint Online
- Broad knowledge of IT related security practices, designs, methodologies, tools, and processes
- Good time management skills with demonstrated ability to successfully support change initiatives

- Strong attention to detail with good analytical and problem solving skills
- Excellent written and verbal communications skills
- Ability to work collaboratively with both internal and external parties and/or agencies
- Demonstrated ability to work with diverse groups of people

<b>Other Relevant Information</b>
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- Staffing Responsibilities - Nil
- Budget Responsibilities - Nil
- Applicants for the position must have the right to work in Australia.
- Offers of employment will be subject to a satisfactory Police Check.

*AMES Australia is an Equal Employment Opportunity Employer and abides by the Occupational Health and Safety Act. AMES Australia is committed to and believes in gender equality, and promotes a work environment where inclusion and diversity are valued and where people across all of AMES are involved, supported, respected and treated fairly. For HR reporting purposes only: ANZSCO Code - 262112*

**Employee Name:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_